Toolkit Task Guide #57 Setting Up Folder Connections in ArcMap



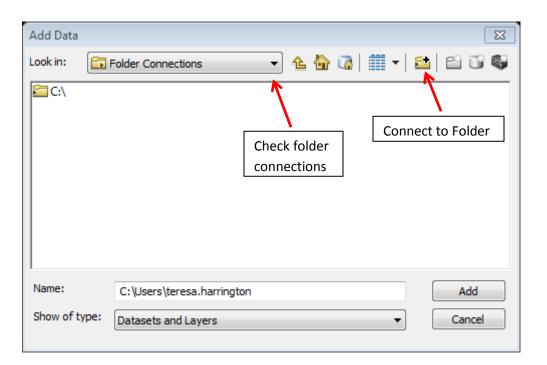
March 18, 2014

Abstract

When ArcGIS is installed, typically only a connection to the C: drive is available from within the software. You can connect to other workspaces such as hard drives, folders on hard drives, or network drives, using the Connect to Folder button. Adding connections to your My Customer Files Toolkit folder, F:\geodata, and other regularly used folders will allow you to easily access all of your Customer Service Toolkit (Toolkit) and Geodata files.

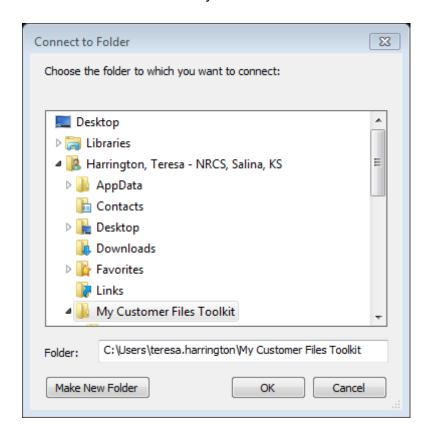
Instructions

- 1. Open ArcMap. This can be within or outside of Toolkit.
- 2. Click the **Add Data** button.
- 3. In the new Add Data Window, check your connections by clicking on the drop-down arrow next to **Look in:** and selecting **Folder Connections**.
- 4. In the Add Data Window, click on the **Connect to Folder** button.



5. In the Connect to Folder window, click on your name, then click the **My Customer Files**Toolkit folder. Click **OK**. This will make a connection to the C:\Users\<your.name>\My

Customer Files Toolkit folder and return you to the Add Data Window.



- 6. Click the **Connect to Folder** button again. Click **Computer**, select the F:\ drive and click the geodata folder. Click **OK** to add a connection to this folder.
- 7. You may wish to add a connection to your S:\ or H:\ drive or other locations where you have geodata files stored. To keep these connections to a minimum, you do not need to connect to every folder, just to the drives or main directories.